

# APPLICATION FOR STUDENT TEACHING INTERN CERTIFICATE

Arizona Department Of Education - Certification Unit

Mailing Address: P.O. Box 6490, Phoenix, AZ 85005-6490 • Telephone: 602.542.4367

## **General Information**

- The Student Teaching Intern certificate is optional and is not a requirement for participation in a student teaching capstone experience.
- The certificate entitles the holder to perform teaching duties under the supervision of a program supervisor and is only valid in the school district or charter school requesting the certificate.
- The Student Teaching Intern certificate is valid for one year from date of initial issuance and may be extended for one year if required.
- Placement decisions of student teaching intern certificate holders shall only be based on collaborative agreements between the Board approved educator preparation provider and the Local Education Agency (LEA). A written supervision plan regarding onsite mentorship and induction shall be submitted by the EPP and approved by the Board. The LEA is required to provide onsite mentorship and induction in support of the student teaching intern certificate holder.
- Notwithstanding any other provision, a Student Teaching Intern certificate holder may not teach in a special education classroom unless the certificate holder has a bachelor's degree.

## **Requirements for the Student Teaching Intern PreK-12 Certificate are:**

1. A valid Arizona Department of Public Safety Identity Verified Prints (IVP) fingerprint clearance card.
2. An Educator Preparation Program (EPP) Request for Issuance of the Student Teaching Intern Certificate which includes verification that the applicant meets the following requirements:
  - a. The applicant is enrolled in the culminating student teaching capstone experience of an Arizona Board approved educator preparation program (EPP).
  - b. The applicant has a minimum GPA of 3.0 on a 4.0 scale or the equivalent.
  - c. The EPP provider has a written supervision plan regarding onsite mentorship and induction that has been approved by the Board.
3. A District/Charter School Request for Issuance of the Student Teaching Intern Certificate signed by the superintendent.
4. A passing score on the required professional knowledge portion of the Arizona Teacher Proficiency Assessment that corresponds to the teaching certificate the student teaching intern is pursuing.
5. A passing score on the required subject knowledge portion of the Arizona Teacher Proficiency Assessment that corresponds to the teaching certificate the student teaching intern is pursuing.
6. Applicants who are student teaching in a special education classroom must submit official transcripts documenting a Bachelor's or more advanced degree.

*The holder of the student teaching certificate may apply for the Arizona Provisional Teaching Certificate upon completion of the following:*

1. *Successful completion of the Board approved educator preparation program (EPP).*
2. *Submission of an application and all required documentation including an Institutional Recommendation (IR) to the Arizona Department of Education, Certification Unit.*

**Arizona State Board of Education**  
Professional Practices for Certificate Holders

**Standards for Imposing Certificated Educator Sanctions**

Consistent with A.R.S. §15-203(20), the State Board of Education may impose disciplinary action upon a certified individual, including a letter of censure, suspension, suspension with conditions or revocation of a certificate upon a finding of immoral or unprofessional conduct.

**Criminal Offenses**

Pursuant to administrative code R7-2-1307 and ARS § 15-550, the Board shall revoke the certification of a person who has been convicted of or admitted in open court or pursuant to a plea agreement any of the following criminal offenses in this state or similar offenses in another jurisdiction:

1. Sexual abuse of a minor
2. Incest
3. First-degree murder
4. Second degree murder
5. Manslaughter
6. Sexual assault
7. Sexual exploitation of a minor
8. Commercial sexual exploitation of a minor
9. A dangerous crime against children as defined in A.R.S. §13-604.01
10. Armed robbery
11. Aggravated assault
12. Sexual conduct with a minor
13. Molestation of a child
14. Exploitation of minors involving drug offenses

Upon notification that a certificated individual has been convicted of a nonrenewable offense, the Board shall revoke the certificate.

**Unprofessional and Immoral Conduct**

Individuals holding certificates issued by the Board pursuant to R7-2-601 and individuals applying for certificates issued by the Board pursuant to R7-2-601 shall:

1. Make reasonable efforts to protect pupils from conditions harmful to learning, health, or safety;
2. Account for all funds collected from pupils, parents, or school personnel;
3. Adhere to provisions of the Uniform System of Financial Records related to use of school property, resources, or equipment; and
4. Abide by copyright restrictions, security, or administration procedures for a test or assessment.

Individuals holding certificates issued by the Board pursuant to R7-2-601 and individuals applying for certificates issued by the Board pursuant to R7-2-601 shall not:

1. Discriminate against or harass any pupil or school employee on the basis of race, national origin, religion, sex, including sexual orientation, disability, color or age;
2. Deliberately suppress or distort information or facts relevant to a pupil's academic progress;
3. Misrepresent or falsify pupil, classroom, school, or district-level data from the administration of a test or assessment;
4. Engage in a pattern of conduct for the sole purpose or with the sole intent of embarrassing or disparaging a pupil;
5. Use professional position or relationships with pupils, parents, or colleagues for improper personal gain or advantage;
6. Falsify or misrepresent documents, records, or facts related to professional qualifications or educational history or character;

7. Assist in the professional certification or employment of a person the certificate holder knows to be unqualified to hold a position;
8. Accept gratuities or gifts that influence judgment in the exercise of professional duties;
9. Possess, consume, or be under the influence of alcohol on school premises or at school-sponsored activities;
10. Illegally possess, use, or be under the influence of marijuana, dangerous drugs, or narcotic drugs, as each is defined in A.R.S. § 13-3401;
11. Make any sexual advance towards a pupil or child, either verbal, written, or physical;
12. Engage in sexual activity, a romantic relationship, or dating of a pupil or child;
13. Submit fraudulent requests for reimbursement of expenses or for pay;
14. Use school equipment to access pornographic, obscene, or illegal materials;
15. Engage in conduct which would discredit the teaching profession.

Individuals found to have engaged in unprofessional or immoral conduct shall be subject to, and may be disciplined by, the Board.

**Resignation as an Unprofessional Act and Penalty: ARS §15-545**

A certificated teacher shall not resign after signing and returning his contract, unless the resignation is first approved by the governing board. A teacher who resigns contrary to this section shall be deemed to commit an unprofessional act and, upon request of the governing board, shall be subject to such disciplinary action, including suspension and revocation of certificate, as the state board of education deems appropriate.

**Failing to Report of Immoral or Unprofessional Conduct**

Pursuant to ARS §15-514, any certificated person or governing board member who reasonably suspects or receives a reasonable allegation that a person certificated by the state board of education has engaged in conduct involving minors that would be subject to the reporting requirements of section 13-3620 (mandatory reporting) shall report or cause reports to be made to the department of education in writing as soon as reasonably practicable but not later than three business days after the person first suspects or receives allegation of the conduct.

The superintendent of a school district or the chief administrator of a charter school who reasonably suspects or receives a reasonable allegation that an act of immoral or unprofessional conduct that would constitute grounds for dismissal or criminal charges by a certificated person has occurred shall report the conduct to the department of education.

Failure to report information as required in ARS §15-514 by a certificated person constitutes grounds for disciplinary action by the state board of education.

A governing board member or school district employee who has control over personnel decisions and who reasonably suspects or receives a reasonable allegation that a person certificated by the state board of education has engaged in conduct involving minors that would be subject to the reporting requirements of ARS §§ 13-3620 and 15-514 shall not accept the resignation of the certificate holder until these suspicions or allegations have been reported to the State Board of Education.

**Filing a Complaint against a Certificate Holder**

The Investigative Unit may be reached at (602) 542-2972 or [investigation@azed.gov](mailto:investigation@azed.gov)

**For Further Information: Call or Email**

State Board of Education  
(602) 542-5057 [inbox@azsbe.az.gov](mailto:inbox@azsbe.az.gov) Updated 10/28/16

# APPLICATION FOR STUDENT TEACHING INTERN CERTIFICATE

Arizona Department Of Education - Certification Unit

Mailing Address: P.O. Box 6490, Phoenix, AZ 85005-6490 • Telephone: 602.542.4367

## Instructions for the Educator Preparation Program (EPP) Provider

**Step 1:** If an Arizona Local Education Agency is seeking to place a student teacher in a paid position, verify the following:

1. The student teacher is enrolled in the culminating student teaching capstone experience of a State Board approved educator preparation program.
2. The student teacher has a minimum GPA of 3.0 on a 4.0 scale, or the equivalent.
3. The student teacher has passed the required Arizona Educator Professional Knowledge and Subject Knowledge exams that correspond to the certificate the student teacher is pursuing.
4. The student teacher has been hired by a school district that has agreed to the Board approved EPP written supervision plan regarding onsite mentorship and induction.
5. Student teachers who are placed in a special education classroom must have a Bachelor's degree (official transcripts posting the degree required).

**Step 2:** If the above requirements are met, complete **Section 1: EPP Request for a Student Teaching Intern Certificate**.

**Step 3:** Give the **completed** EPP Request for a Student Teaching Intern Certificate and all other pages of this application to the employing **district or charter school**.

## Instructions for the District or Charter School Superintendent

**Step 1: Complete Section 2: School District/Charter School Request for Issuance of a Student Teaching Intern Certificate.**

**Step 2:** Give the following documents to the **Student Teaching Intern Certificate applicant**:

- The **completed** EPP Request for Student Teaching Intern Certificate signed by the EPP administrator.
- The **completed** District/Charter School Request for Student Teaching Intern Certificate form.
- The Application for Student Teaching Intern Certificate (to be completed by the applicant).

## Instructions for the Student Teaching Intern Applicant

**Step 1: Complete all sections of Section 3: Application for Student Teaching Intern Certificate.**

- Answer **every** Background Question, sign and date the application.
- If you answer "Yes" to any Background questions, you **must** submit a completed Explanation of Incident form for each incident, even if the incident was previously disclosed.

**Step 2:** Submit the following to the ADE-Certification Unit:

- The **completed** EPP Request for a Student Teaching Intern Certificate.
- The **completed** District/Charter School Request for a Student Teaching Intern Certificate.
- The **completed** Application for Student Teaching Intern Certificate.
- A copy of your passing score report for the required Professional Knowledge exam.
- A copy of your passing score report for the required Subject Knowledge exam.
- If you will be student teaching in a **special education classroom**, submit official transcripts posting your Bachelor's or more advanced degree.
- A check or money order for **\$60**. Credit card payments may be accepted for in-person applicants at the Phoenix Certification Customer Service Counter. Certification fees are nonrefundable.

# APPLICATION FOR STUDENT TEACHING INTERN CERTIFICATE

Arizona Department Of Education - Certification Unit  
Mailing Address: P.O. Box 6490, Phoenix, AZ 85005-6490 • Telephone: 602.542.4367

## SECTION 1: EPP REQUEST FOR A STUDENT TEACHING INTERN CERTIFICATE

**This section must be completed by an approved representative of the Educator Preparation Program (EPP) provider.**

Student Teacher Name: \_\_\_\_\_ Social Security Number: XXX-XX-\_\_\_\_\_

Educator Preparation Program Institution: \_\_\_\_\_

By signing this form, I verify the following:

- The above named student teacher is enrolled in the culminating student teaching capstone experience of the following Board approved educator preparation program: \_\_\_\_\_.
- The student teacher has a minimum GPA of 3.0 on a 4.0 scale, or the equivalent.
- The district or charter school in which the student teacher has been placed has agreed to the Board approved written supervision plan for onsite mentorship and induction that includes the following:
  - o The educator preparation provider's roles and responsibilities for the Program Supervisor.
  - o The onsite mentorship and induction provided by the Local Education Agency (LEA).

\_\_\_\_\_  
Signature of EPP Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date

## SECTION 2: DISTRICT/CHARTER SCHOOL REQUEST FOR A STUDENT TEACHING INTERN CERTIFICATE

**This section must be completed by the District or Charter School Superintendent.**

Student Teacher Name: \_\_\_\_\_ Social Security Number: XXX-XX-\_\_\_\_\_

Name of District or Charter Holder: \_\_\_\_\_

Name of School: \_\_\_\_\_

By signing this form, I verify that I am requesting a Student Teaching Intern certificate for the above named student teacher.

\_\_\_\_\_  
Signature of District/Charter School Superintendent

\_\_\_\_\_  
Title

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date

# APPLICATION FOR STUDENT TEACHING INTERN CERTIFICATE

Arizona Department Of Education - Certification Unit

Mailing Address: P.O. Box 6490, Phoenix, AZ 85005-6490 • Telephone: 602.542.4367

## SECTION 3: PERSONAL INFORMATION

Please type or print in blue or black ink.

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender: M / F

Full Legal Name: Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Information: Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**Ethnicity:** (Gender and Ethnicity are requested for federal reporting purposes only)

- American Indian or Alaskan Native  Asian or Pacific Islander  Black or African-American (not Hispanic)  
 Hispanic or Latino  White (Not Hispanic)  Other

## SECTION 4: BACKGROUND QUESTIONS

Answer **every** question, sign and date. **ATTENTION:** If "YES" is indicated for any of the following questions, please [attach a full explanation to this application; a statement must be provided with each application.](#)

1. > YES\_\_ NO\_\_ Have you ever had any professional certificate or license, revoked or suspended?
2. > YES\_\_ NO\_\_ Have you ever received a reprimand or other disciplinary action involving any professional certification or license?
3. > YES\_\_ NO\_\_ Are you currently under investigation or subject to a proceeding involving any professional certification or license?
4. > YES\_\_ NO\_\_ Have you ever been convicted of any felony offense?
5. > YES\_\_ NO\_\_ **HAVE YOU EVER BEEN ARRESTED FOR ANY OFFENSE?**
6. > Have you ever been arrested for any of the following offenses in this state or similar offenses in another jurisdiction? (Answer every question below.)
  - > YES\_\_ NO\_\_ Second-degree murder
  - > YES\_\_ NO\_\_ Aggravated assault resulting in serious physical injury or involving the discharge, use or threatening exhibition of a deadly weapon or dangerous instrument against an individual
  - > YES\_\_ NO\_\_ Sexual assault
  - > YES\_\_ NO\_\_ Molestation of a child
  - > YES\_\_ NO\_\_ Sexual conduct with a minor
  - > YES\_\_ NO\_\_ Commercial sexual exploitation of a minor
  - > YES\_\_ NO\_\_ Sexual exploitation of a minor
  - > YES\_\_ NO\_\_ Child abuse
  - > YES\_\_ NO\_\_ Kidnapping
  - > YES\_\_ NO\_\_ Sexual abuse of a minor
  - > YES\_\_ NO\_\_ Taking a child for the purpose of prostitution as prescribed in section A.R.S.§13-3206
  - > YES\_\_ NO\_\_ Child prostitution as prescribed in section ARS§13-3212
  - > YES\_\_ NO\_\_ Involving or using minors in drug offenses
  - > YES\_\_ NO\_\_ Continuous sexual abuse of a child
  - > YES\_\_ NO\_\_ Manslaughter
  - > YES\_\_ NO\_\_ Attempted first-degree murder
  - > YES\_\_ NO\_\_ Any other dangerous crime against children as defined in section A.R.S.§13-604.01
  - > YES\_\_ NO\_\_ Any of the above listed offenses if committed as a preparatory offense as described in A.R.S.§13-1001
  - > YES\_\_ NO\_\_ Any offense causing you to register as a sex offender
  - > YES\_\_ NO\_\_ First-degree murder
  - > YES\_\_ NO\_\_ Armed Robbery
  - > YES\_\_ NO\_\_ Incest
  - > YES\_\_ NO\_\_ Exploitation of minors involving drug offenses
  - > YES\_\_ NO\_\_ Sexual abuse of a vulnerable adult
  - > YES\_\_ NO\_\_ Sexual exploitation of a vulnerable adult
  - > YES\_\_ NO\_\_ Commercial sexual exploitation of a vulnerable adult
  - > YES\_\_ NO\_\_ Abuse of a vulnerable adult
  - > YES\_\_ NO\_\_ Molestation of a vulnerable adult
  - > YES\_\_ NO\_\_ Neglect of a vulnerable adult

I understand that pursuant to ARS § 15-534, any person who makes a false statement, representation or certification in any application for certification is guilty of a misdemeanor offense. I have read and understood the rules and statutes related to unprofessional and immoral conduct including resignation from a contracted position without authorization and duties to report as required by law. I swear or affirm that the foregoing information completed by me, or submitted by me for certification purposes is, to the best of my knowledge, true and correct. Furthermore, should any part or all of the information herein provided prove to be false, I recognize that it shall be just cause for revocation, suspension, or other disciplinary action against any certificate issued to me by the Arizona Department of Education or denial of my application.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date